



Clinical Process Instruction Manual

Organ and Tissue Donation Coordinator to Surgical Recovery Coordinator Communication Process Instruction

Policy:

Trillium Gift of Life Network (TGLN) recognizes the importance of knowledge transfer among all relevant coordinators involved in a donation case. Knowledge transfer ensures that all parties are aware of pertinent case details and requirements. For all donors originating in Ontario, the Organ and Tissue Donation Coordinator (OTDC) or Clinical Responder (CR) and the Clinical Services Coordinator (CSC) are responsible for ensuring that the Surgical Recovery Coordinator (SRC) or designate is fully aware of all pertinent details regarding the donation case. Accordingly, prior to departing the recovery hospital, the OTDC/CR provides the SRC or designate with a concise verbal or written report of the donation case.

Process:

1. Prior to departing the recovery hospital, the OTDC/CR contacts the SRC and provides a verbal report of the case.
2. In the event that the OTDC/CR has transitioned off the case and will not be available for a verbal report, they will relay relevant information to the CSC. The SRC will obtain the case information from the CSC.

Records:

Record Name	Form No. (if applicable)	Record Holder	Record Location	Record Retention Time (as a minimum)
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- No records.

References:

- No references